

Arizona WIC RD Training Plan

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Introduction

The Arizona WIC RD Training Plan is a resource to assist Local Agency trainers in meeting the requirements of the WIC Nutrition Services Standards (NSS) and State Agency requirements for providing counseling and services to high risk WIC participants.

The following is a summary of the Nutrition Services Standards (NSS) description of the roles and responsibilities for the high risk nutritionist:

1. **Refers** high-risk participants to other health-related and social services as necessary.
2. **Prescribes** food packages for high-risk participants as appropriate.
3. Develops **individual care plans** for high-risk participants.
4. **Coordinates nutrition education, including breastfeeding promotion and support** that is responsive of the identified needs/interests of each high-risk participant.
5. **Documents providing referrals** and conducting appropriate **follow-up to referrals** to high-risk participants
6. **Tracks high-risk participants' progress** in improving their health and document for outcomes.

The Arizona WIC RD Training Plan provides a framework for planning high risk training. It includes the elements required for RDs to competently perform the roles described by NSS requirements and to comply with Arizona WIC policies.

Overview

This training plan organizes the information needed to assist the supervising Trainer in arranging a suitable schedule of training activities for the new high risk nutritionist/RD. This training plan provides a reliable reference for including the essential components necessary to meet the WIC NSS requirements <http://www.fns.usda.gov/wic/nutrition-services-standards> and Arizona WIC Program policies for serving high risk participants http://azdhs.gov/azwic/local_agencies_policyManual.htm.

The Local Agency Trainer may plan the time and sequence of individual training activities best suited to the Local Agency setting.

The general categories of information included in this plan include

- 1. Arizona WIC high-risk referral codes**
 - a. resources for understanding High and Medium risk definitions
 - b. Best practice for making High Risk referrals
- 2. Scope of practice for WIC RDs and referral resources**
- 3. State policy and procedures**
 - a. AIM/HANDS procedures
 - b. Scheduling and Follow Up – Policies and procedures including frequency/duration of contacts
 - c. Tracking progress and documentation (SOAP, PIE, PES)
- 4. Training topics addressing high risk codes and procedures**
 - a. Formula approval
 - b. Tailoring food packages
 - c. Local agency and clinic procedures
- 5. Shadowing and Practice**
 - a. Mentoring and feedback to assess learning
 - b. Observations, evaluations of performance
 - c. Correction and additional training

The New Employee Training Plan <http://azdhs.gov/azwic/trainers/plan.htm> requires that high risk Nutritionist/RD trainees demonstrate competence to perform high risk appointments in Phase Two of New Employee Training (evaluated counseling high risk WIC participants in each WIC category – BF, PG, PP, C, and I)

The Trainer or Local Agency may elect to include high risk Nutritionist/RD Training activities in Phase One or Phase Two of New Employee Training if the following conditions are met:

The RD trainee will complete all aspects of training described by NSS Standard 3, section N and Arizona WIC policy for high risk participants (Chapter 7, Section D) prior to providing client services.

A record of training including the supervising trainer and date of completion will be kept to verify the completion of required training topics and skills practice.

Arizona WIC high-risk referral codes

The nutrition risks designated as medium and high risk are described in the Arizona WIC Policy and Procedure manual, chapter 7, section D. Participants assigned medium and high risks will be referred to meet with WIC Nutritionists/RDs designated to provide medium and high risk counseling as appropriate. For more information about the credentials required to provide medium and high risk services in the Arizona WIC Program, please refer to the Arizona WIC Program Policy and Procedure Manual (Chapter 7, Section D).

Nutritionists/RDs designated to provide medium and high risk services are responsible for understanding the definitions and justifications provided for each risk as described in the Arizona WIC Nutrition Risk Manual http://azdhs.gov/azwic/local_agencies_riskManual.htm .

The following high risks must be seen by the high-risk dietitian or State-approved nutritionist, although it is at the Local Agency discretion to include additional high risks as deemed necessary:

- Risk 103.1 (infants and children wt/length < 2nd percentile on WHO growth chart or BMI/age < 5th percentile on CDC chart)
- Risk 111 (Pre-Pregnancy BMI > 25)
- Risk 113 (BMI for age > 95th percentile)
- Risk 115 (Weight for length > 98th percentile)
- Risk 132 (maternal wt. loss)
- Risk 134 (failure to thrive – infants & children)
- Risk 135 (Inadequate growth)
- Risk 141 (low birth weight infants and children up to 12 mo.)
- Risk 142 (premature infants and children up to 12 mo.)
- Risk 301 (Hyperemesis Gravidarum)
- Risk 302 (Gestational Diabetes for pregnant women)
- Risk 335 (Multi-fetal Gestation)
- Risk 341 (Nutrient Deficiency Disease)
- Risk 342 (Gastro-Intestinal Disorders)
- Risk 343 (Diabetes Mellitus)
- Risk 345 (Hypertension and Pre-hypertension)
- Risk 346 (Renal Disease)
- Risk 347 (Cancer)
- Risk 348 (Central Nervous System Disorders)
- Risk 349 (Genetic and Congenital Disorders)
- Risk 351 (Inborn Errors of Metabolism)
- Risk 352 (Infection Diseases)
- Risk 353 (Food Allergies)
- Risk 354 (Celiac Disease)
- Risk 356 (Hypoglycemia)
- Risk 358 (Eating Disorders)
- Risk 602/603 (BF complications) = RD/IBCLC may refer to staff with CBC/CLC after seen by RD/IBCLC

The following risks are considered medium risk and may be seen by a State-Approved Nutritionist or DTR:

- Risk 141 (low birth weight infants and children after 12 mo. old after seen by an RD)
- Risk 142 (premature infants and children after 12 mo. old, after seen by an RD)
- Risk 201 (anemia) nutritionist ranges
- Risk 101 (pre-pregnancy underweight)
- Risk 131 (low maternal weight gain)

Making high and medium risk referrals

The Trainer will discuss best practice for making referrals using a participant-centered approach, principles of influence, and following-up after missed appointments.

Follow Up Procedures

The Trainer will cover with the RD trainee how different scenarios may affect the type of follow up recommended.

- high-risk condition requires follow up at the next appointment
- high-risk condition is stable and may be referred to the medium risk nutritionist or NES for follow up
- there is no longer a need for follow up.

Scope of Practice

The scope of practice for a registered dietitian from the Academy of Nutrition and Dietetics reads in part: “the RD counsel individuals on behavioral and lifestyle changes that impact long-term eating habits and health. MNT is an evidenced-based application of the Nutrition Care Process (NCP), including: performing a comprehensive nutrition assessment; determining the nutrition diagnosis; planning and implementing a nutrition intervention using evidence-based nutrition practice guidelines; and monitoring and evaluating an individual’s progress toward goals.” (The Academy Quality Management Committee and Scope of Practice Subcommittee of the Quality Management Committee, 2013)

In the WIC setting, the Registered Dietitian assesses the nutritional status of WIC participants, identifies risks based on objective data, client behaviors, and self-reported diagnoses of medical conditions by a health care provider.

The WIC RD develops an individual care plan (ICP), planning an appropriate intervention based on the RD’s own assessment and consistent with any medical diagnoses and recommendations provided by health care providers. The WIC RD will work with health care providers to assure that any recommendations or information shared does not conflict with the advice of the health care provider.

The WIC RD will refer high risk participants appropriately when the condition or circumstances require knowledge or expertise beyond that of the WIC RD. For example, MNT recommendations that require frequent modification based on lab analyses or which require the approval of the attending physician are not appropriate for the WIC RD. For example, when the dietary protein recommendation for a WIC participant is based on BUN/creatinine ratio it is not appropriate for the WIC RD to recommend protein intake based on conventional assessment for age and bodyweight.

The WIC RD may clarify instructions given by a health care provider related to nutrition care plans or recommendations. For example: if a diabetic client who has been instructed to limit carbohydrate consumption by counting carbohydrates, the WIC RD may explain how to identify carbohydrates and estimate the amount of carbohydrates in food portions.

Referrals

The supervising Trainer will provide information regarding local resources for health care, behavior counseling, substance abuse, and other relevant local resources.

State policy and procedures

The RD Trainee will refer to Arizona WIC Policy and Procedure manual, chapter 7, section D and Local Agency policy to ensure understanding of appropriate referral and follow up procedures, including frequency of follow up and necessary documentation in AIM/HANDS. The Trainer will ensure understanding of accepted documentation formats such as SOAP, PES, PIE, and tracking of client progress. The supervising Trainer will address any questions and provide clarification as needed by the RD trainee.

High risk topics

Other information may be provided to assist compliance in procedures related to policy compliance:

High risk appointment procedures:

- Review of daily high risk appointments and scheduling procedures
- Formula and/or food package RX Files
- Documenting no-shows
- Scheduling follow up appointments
- Language Line Information
- Documentation of Nutrition Education in AIM/HANDS care plan
- Nutrition Education topics and referrals
- When medical screen updates are required

Formula concerns for high risk infants

- Abbreviations to use in notes Formula
- Types of formula and their uses; ingredients
- Different types of formulas – review Brief Formula cheat sheet handout
- See formularies for both Abbott/Ross and Mead Johnson
- Concentrating infant formulas and breast milk
- Tailoring food packages
- Using human milk fortifier
- Why we use (ready-to-feed) (RTF) or Concentrate vs. Powder (E. Sakazakii)
- Whole milk transition
- Whole milk transition
- Baby's First Year

High risk concerns for children

- Assessing weight status for age 0-24 months
- Calculate grams/day weight gain
- High calorie foods

High risk concerns during pregnancy

- Pregnancy discomforts and how to overcome them
- What to avoid eating during pregnancy – review handouts (section Risk 131/132)

- Appropriate weight gains
- Weight gain charts
- Health Snack Ideas
- NCES Pregnancy Information
- Portion Size
- Exercise during pregnancy
- Discuss use of a nipple shield
- Breastfeeding topics for the PG woman
- Benefits to parents
- Benefits to baby
- Fears? Apprehensions?
- Positioning and Latch
- Getting breastfeeding off to a good start initially (1st 2 weeks)
- Recommendations for breastfeeding over 1 y.o.

Other high risk concern

- Local Agency specific training, procedures, or clinic specific information
- Procedures for travel and other special arrangements

Formula and food packages

The RD trainee will appropriately assign and tailor food packages according to the nutrition status and preferences of the participant (or caregiver as appropriate). The high risk nutritionist will understand and follow all guidelines related to approving noncontract and medically necessary formulas.

Shadowing and Practice

High risk services will be provided with the same participant centered approach and attention to client interests and needs as other nutrition assessment conversations.

- The Trainer supervising RD instruction will schedule opportunities for the RD trainee to observe high risk appointments.
- Shadowing and Practice opportunities will be documented and kept on file for reference. Opportunities to shadow experienced high risk nutritionists may occur at any time during the RD's training.

Upon completion of training related to the policies, risks and counseling techniques needed to perform all duties related to high risk counseling, the RD Trainee may practice providing high risk counseling under the Trainer's supervision.

- The Trainer will provide feedback to help identify concerns and areas for improvement.
- The RD trainee will also be given the opportunity to review ME tools such as the Scale Rubric for Arizona WIC Appointments and the Nutrition Education and Health Check Observation form to assess and improve skills.

Arizona WIC RD Training Checklist	
High risk referrals	Supervising Trainer Signature and Date
• Risk 103.1 (infants and children wt/length < 2 nd percentile on WHO growth chart or BMI/age < 5 th percentile on CDC chart)	
• Risk 111 (Pre-Pregnancy BMI > 25)	
• Risk 113 (BMI for age > 95th percentile)	
• Risk 115 (Weight for length > 98th percentile)	
• Risk 132 (maternal wt. loss)	
• Risk 134 (failure to thrive – infants & children)	
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• Risk 352 (Infection Diseases)	
• Risk 353 (Food Allergies)	
• Risk 354 (Celiac Disease)	
• Risk 356 (Hypoglycemia)	
• Risk 358 (Eating Disorders)	
• Risk 602/603 (BF complications) = RD/IBCLC may refer to staff with CBC/CLC after seen by RD/IBCLC	
Medium risk referrals	
• Risk 141 (low birth weight infants and children after 12 mo. old after seen by an RD)	
• Risk 142 (premature infants and children after 12 mo. old, after seen by an RD)	
• Risk 201 (anemia) nutritionist ranges	
• Risk 101 (pre-pregnancy underweight)	
• Risk 131 (low maternal weight gain)	

<p>Making high risk referrals</p> <ul style="list-style-type: none"> • Trainee can give examples of how principles of influence are used to make high risk referrals • Trainee can explain best practice for various client responses to referrals (refusals, scheduling conflicts, missed appointments, other common situations) 	
<p>Follow Up Procedures</p> <ul style="list-style-type: none"> • Trainee understands local agency policies related to monitoring, documentation, and follow-up of high risk referrals 	
<p>State policy and procedures</p> <ul style="list-style-type: none"> • Trainee has read and understands Arizona WIC policies related to high risk appointments per Chapter 7, Section D High-Risk Nutrition Consults • According to P&P Chapter 2, Section G: High Risk Nutritionists/RDs will “utilize the ‘Together We Can’ model to provide accurate and appropriate anthropometric / biochemical assessment techniques and participant-centered interview techniques including open ended questions, affirmations, reflective listening, and summarization to conduct a complete nutrition assessment and to develop a participant-centered, individualized plan for behavior change.” • Trainee can apply high risk policies appropriately in a variety of situations with different WIC category participants 	
<p>Nutrition Assessment and Nutrition Education</p> <ul style="list-style-type: none"> – Trainee can identify approaches to explore high risk concerns with consideration and respect – Trainee can give examples appropriate nutrition education resources and recommendations to share based on participant category and risks: <ul style="list-style-type: none"> • High risk concerns for infants • Breastfeeding and formula concerns for high risk infants • High risk concerns for children • High risk concerns during pregnancy • High risk concerns for breastfeeding women • High risk concerns for postpartum women • Other high risk concerns: 	
<p>Formula and food packages</p>	

<p>P&P Chapter 3,4: Chapter 3 Food Package - General Chapter 4 Food Package - Formula</p> <p>Food Pkg: http://azdhs.gov/azwic/food-pack.htm Arizona Food List Database Arizona WIC Formulary</p> <p>Color Formula Chart (Rev. April 2014) WIC Formula Description (Rev. April 2014)</p>	
<p>Shadowing and practice Rubric FY14 Scale Rubric for AZ WIC Appointments Observation form Nutrition Education & Health Check Observation</p>	
RD Trainee name:	
Trainer signature and date	
WIC Director signature and date	